

COMMITTEE MANUAL

Redrafted as part of the work of the
American Association of Law Libraries
Special Committee on Committee Structure
October 1, 2007

Preface and Introduction

This Committee Manual has been in existence for a number of years. It has been redrafted at least two times prior to this, and certainly three if one counts the mounting of the manual onto the AALLNET web site. This version has had a number of eyes visiting it, including those of the Headquarters Staff and at least two members of the Executive Board, as well as all of the members of the AALL Special Committee on Committee Structure. There are bound to be errors and omissions. If you read the Manual and see something that is incorrect, or notice that something vital has been omitted, please let the Association's Executive Director know.

The purpose of this Manual is to assist committee members with the functions of their committee. It does not give direction concerning the function of individual committees – that is the duty of the individual committees and each committee should have some form of manual of its own internal procedures, indicating how things are done for those who follow in succeeding committees.

This Manual does indicate procedures for accomplishing committee work within the structure of the American Association of Law Libraries. It speaks to the responsibilities of being a member of a committee as well as the responsibilities of being the chair of a committee. It indicates the type of help one can obtain from Headquarters staff. It also indicates how to get things paid and gives guidelines for planning for future expenditures that are not part of what could be considered “normal operations.”

Finally, committees will write reports. There is a piece of this Manual that gives style guidelines for drafting the annual report of the committee for publication on the Association's web site.

Committee work is a necessity for AALL because committees perform the majority of the work of the Association. We only hope this manual will assist you in your work for the American Association of Law Libraries. To help you find it, this Manual is to be placed on the Association's web site.

Respectfully submitted,

AALL Special Committee on Committee Structure

Richard Amelung Susan Lewis-Somers
Sandra Marz Jennifer Murray
Regina L. Smith Susan M. Yancey
Karl T. Gruben, Chair
Ann Fessenden, *ex officio*, Board Liaison

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I. GENERAL STATEMENT

The American Association of Law Libraries, like many organizations, uses committees "[to] perform the bulk of the work of the organization. Work to be done is delegated to committees and proposals are formulated by committees for final decision by [the Executive Board]." (Sturgis Standard Code of Parliamentary Procedure, p. 166).

Committee work provides an opportunity for the AALL member to contribute to the professional association, thus partially fulfilling the professional's obligation to contribute to the profession as a whole. Committee membership is both an honor and a responsibility. Committee work requires a commitment to the profession and committee members are expected to actively participate in the work of the committee. Recognizing that some employers are unable to support association work, AALL has established a procedure to reimburse committee members for out-of-pocket expenses such as phone calls, postage, photocopying, etc.

The AALL Committees are divided into three types:

Process Committees perform a continuing function and remain in existence until abolished.

Policy Committees are those whose work involves complex issues of an advisory or policy nature. Policy Committees remain in existence until abolished.

Special Committees are those appointed for specific tasks performed over a specific period of time. These may also be called Task Forces or Working Groups.

The terms on the committees vary from one (1) to three (3) years, depending on the complexity of the work of the committee, the need for continuity on the committee. Finally, there are a few committees where the term will vary slightly from that of the normal committee such as the Appointments Committee or those committees associated with the annual meeting.

AALL committees are governed by the Bylaws of the American Association of Law Libraries and procedures, policies, and charges adopted by the Executive Board, or the membership, which are included in this Committee Handbook or the AALL Handbook.

A. Committee Size

The size of each committee should be appropriate for its responsibilities, as outlined in its charge. Generally, a committee, whether Process, Policy or Special, has six or eight members, plus a chair. The committee may have more or fewer members as appropriate to the nature of the committee responsibilities, at the discretion of the Executive Board.

B. Appointments, Terms, Qualifications, Balance

1. Standing Committees (Process and Policy)

a. Appointments – Committee members and vice chairs are appointed by the Vice President/President-elect, drawing on the advice of the Appointments committee and any evaluative materials available, in such a manner as to provide continuity for the committee. The Nominations committee is appointed as indicated in the Association Bylaws.

b. Term - Committee members shall serve a term of one, two or three years. For the two and three year committees, one member of the committee, in the second year of their appointment, shall be appointed by the Vice President/President-elect, as the vice chair of the committee. That person shall serve the committee as committee Chair during an additional third year.

c. Qualifications – Most committees require no special qualifications, other than the willingness and commitment to work. Some committees have special qualifications which are included in the committee charge. Some committee work requires that the members be selected for specific expertise in an area. Some members may be appointed who do not possess the requisite knowledge, so that more members may be educated in the technical subject matter.

d. Expert pool – from time to time it may be that the work of the committee requires more experience or expertise than resides in the committee as currently constituted. In that event, former members who are not active committee members may be asked to serve as a pool of experts to assist the committee with their expertise or through the extra work load.

2. Special Committees

a. Appointments – Committee members are appointed by the Vice/President-Elect, usually with the advice of the Appointments Committee. During the term of office, the President may also appoint special committees, should the need arise.

b. Term – Committee members serve a term specified in their charge, set to accomplish the purpose for which the committee was created. Should the committee fail to accomplish its task within

the specified time, the term may be extended by the Executive Board.

c. Qualifications – members will be chosen who will be able to accomplish the tasks specified for the committee.

3. Balance in Committee Composition

Where possible, the committee membership will reflect a balance of geography, library type, years of experience and other demographic factors. Obviously, in a small committee, representation of all factors is not possible. Moreover, because committees perform tasks which transcend geographical boundaries and library types, rigid adherence to balance, while preferred, is not required.

II. HEADQUARTERS RESPONSIBILITIES TO COMMITTEES:

The following are general responsibilities of the Headquarters staff applicable to all committees. All committees also have specified staff liaisons.

A. **Distribution of documentation:** Headquarters will notify each new committee chair, at the time of acceptance of appointment to a committee, of the committee chair resources available on AALLNET.

B. **Staff support:** Headquarters staff will assist with routine clerical tasks. The chair should consult with the committee's staff liaison for support on specific projects.

C. **Telephone conferences:** If you'd like to schedule a conference call, contact Kimberly Rundle, Executive Assistant to the Executive Director, krundle@aall.org, 312-939-4764 ext. 215.

D. **Agenda items and committee reports:** Headquarters will collect and assemble committee materials for distribution to the Executive Board for agenda consideration by the Board. All agenda items are sent to the Executive Director using the online form available via AALLNet. [http://www.aallnet.org/board/agenda_form.asp]

E. **Annual meeting support:** Headquarters will lend support to committees at the convention by scheduling meeting space, providing duplicating services and offering other remote office functions.

F. **Magazine and other publication:** All items for AALL Spectrum should be sent to Editorial Director Mark Estes at mark.estes@hro.com for consideration,

unless material is part of a regular column. Items for committee news on AALLNET should be sent to the committee news editor, Therese Clarke at tclarke@niu.edu. Announcements for the monthly e-newsletter should be sent to the Director of Publications, Julia O'Donnell at jodonnell@aall.org for consideration.

G. **"Tickler" service:** Headquarters will continue to provide a "tickler" service to committee chairs, reminding them of deadlines for filing reports, reserving meeting space, etc. The following reminders are sent each year to committee chairs:

Solicit agenda items for Board Meeting

Solicit budget requests

Annual Meeting information

Request for Annual Reports

H. **Maintenance of Committee Information:** Headquarters will incorporate into the AALLNET Committees page Board actions that cause changes or modifications, e.g. modifications of committee charges, changes in general committee procedures, creation of new standing committees, etc. and will ensure that committee members of affected committees are made aware of such changes or modifications. Headquarters will also maintain current rosters of committee members and chairs on AALLNET.

I. **Maintenance of Committee Web pages:** The content of web pages that contain general information about the committee (e.g. charge, size, roster) is the responsibility of AALL Headquarters. The web pages of individual committees are the responsibility of that committee's appointed webmaster. If you have any questions, contact Christopher Siwa, AALL Web Administrator, cswia@aall.org. If you are having difficulty locating a committee webmaster, the Chair of the Computer Services SIS may be able to help identify a volunteer.

III. Chair Responsibilities

A. WORKING WITH YOUR COMMITTEE

1. The chair is responsible for guiding the Committee through its work – If you don't act, neither does the committee!
2. Review the committee's charge.
3. Talk to the outgoing chair about the year's major events and ongoing work/issues.
4. Consult with your Board liaison as you plan your work for the year.
5. If you have a co-chair or vice chair, work closely with her/him in planning the committee's work.
6. Discuss with your committee members how your committee's work can support the major tenets of the Association's Strategic Directions.

B. PLANNING THE COMMITTEE'S YEAR

1. Some committees have clear tasks, such as selecting scholarship or grant recipients or planning the annual meeting programs. Others have more general charges, such as assisting court and state agencies in advancing electronic access to public information or encouraging students to enter the field of law librarianship.
2. For those committees that have more nebulous charges, you will need to work with your committee to identify more specific goals and strategies to meet them. Remember that your Board liaison is there to help you strategize and plan for the year and, if necessary, help you interpret your committee charge.
3. Plan an agenda for your meeting(s) and distribute that agenda, along with a copy of the committee's charge, to your committee prior to the meeting; include a list of the committee members' names and contact information. This will allow your members time to prepare for the meeting.

C. INVOLVE YOUR MEMBERS

1. Your role as the chair is to organize the work and see that it gets done. Your role is not to do it all.
2. Include all members in discussions about the year's activities. Committee members often complain that they were willing to work but

were never asked to do anything. Plan your tasks and assign all members something. Ask your committee members to let you know if they'll be attending the meeting; if they're not attending:

- a. Speak with them prior to the meeting to discuss possible assignments or interests;
- b. Divide tasks and ask for volunteers.
- c. Be sure everyone has an assignment.

3. As soon as possible after each meeting, follow-up with your members and:

- a. Summarize the decisions that were made
- b. List assignments and due dates!

4. Communicate often with your members throughout the year to check on their progress. Use the committee's discussion list and encourage the members to post to the list.

5. Set "target dates" to help get things done on time.

6. Consider using a monthly update email or a web page status report to keep track of activities.

7. Hold "meetings" by email, conference call, web etc. if they will facilitate the committee's work. If you'd like to schedule a conference call, contact Kimberly Rundle, Executive Assistant to the Executive Director, krundle@aall.org, 312-939-4764, ext 215.

8. Don't make decisions without your members! Send them draft reports for comment and solicit their opinions on major issues. Occasionally the chair may have to respond to something quickly and there's no time for comment – in that case inform your committee as soon as possible and explain the reasons for your actions.

D. WORKING WITH YOUR BOARD LIAISON

Each committee is assigned an Executive Board member liaison who serves as your AALL "ombudsman." Your liaison should attend your meeting, or be in touch with you if she/he has a conflict.

1. Your Board liaison can:

- a. Answer questions/advise you on how to get things done, such as when reports are due, how funding works, or who to contact at headquarters to get something done.
- b. Help you clarify your committee charge and the year's activities as they relate to the AALL Strategic Directions.
- c. Answer questions and advise you on AALL policy.
- d. Let you know about resources available to help your committee do its work (information, human, monetary).
- e. Coordinate your work with that of other Committees, SIS's etc. to help you avoid duplicating efforts or working at cross-purposes.
- f. Help you understand how your Committee's work fits into AALL's overall activities, or how your Committee's work supports AALL's Strategic Directions.
- g. Help you bring issues to the Board by determining what needs to go to the Board and what the committee may do on its own.
- h. Assist you in writing the Board agenda item and motion for those issues that need to go to the Board; and by presenting your item at the Board meeting, and reporting the results to you.
- i. Review and comment on reports or other projects and help you prepare them.

2. Communicating with your Liaison

- a. You should keep your Board liaison informed by:
 1. Including your liaison in all discussions, electronic or otherwise.
 2. Including your liaison in meetings (in person and conference call).
 3. Sending copies of correspondence and reports.
- b. Your Board liaison is there to help you and to serve as your link between your Committee and the Board.

E. BUDGET

1. **Routine Expenses:** The Association has a pool of funds available for routine committee expenses (under \$250) such as conference calls, postage, and photocopying. If the committee requires funds, the chair should contact the AALL director of finance and administration. If a committee has a specific need for funding over \$250, this funding must be approved in advance and should be coordinated with your Board liaison and the AALL director of finance and administration.

2. **Special Projects:** Funding for special projects which require more substantial expenditure of funds should be requested on the budget request form which can be found at http://www.aallnet.org/board/budget_requests.asp. Headquarters staff will notify chairs when budget requests are due, usually in January. This process provides funds for the following fiscal year. This usually means that the person who requests the funds will no longer be chair when the funding is received. It is therefore imperative for the outgoing chair to communicate with the committee's Executive Board liaison and committee vice chair in developing the budget request. In addition, detailed plans should be forwarded to the incoming chair about any funding received and the purpose of the funding.

3. **Emerging Opportunities:** If you become aware of a funding need that cannot wait until the next budget cycle, contact your Executive Board liaison to see if it would be appropriate for funding from the "President's Discretionary Fund" or the Executive Board's "Emerging Opportunities" fund.

4. **Action Plans:** All Committee chairs are expected to submit an Action Plan outlining the activities for the year, including any financial implications. The Action Plan should identify, when appropriate, the particular goal of the AALL Strategic Plan that is being addressed by the activity. Consult with your Board liaison as you develop your Action Plan.

F. EXPENSES AND REIMBURSEMENTS

1. **Records and reports:** The chair shall maintain records of all committee expenses.

2. **Reimbursement policy:**

The following types of expenses are generally reimbursed:

- Routine operating costs like postage, photocopying charges, long distance telephone calls

- Costs for special projects approved in advance by the Finance and Budget Committee
- Travel expenses for pre-approved committee meetings

The following are generally not reimbursed:

- Food and beverage for committee meetings at Annual Meeting
- Secretarial services
- Conference calls [Note: if you need a conference call, contact Headquarters to set up; do not use your own conference service and then submit for reimbursement]

3. Reimbursement procedures: Reimbursement requests should be submitted on the reimbursement form, http://www.aallnet.org/abut/expense_forms.asp. Committee members should file reimbursement requests with the chair. The chair should promptly forward reimbursement requests to the Executive Director. If it is anticipated that reimbursement requests will exceed the \$250 allowed for routine expenditures, or other amounts that have been authorized for special projects, the chair should immediately file a fully documented report with the President and Treasurer showing that allowable expenses and reimbursement requests will incur such overage. Reimbursements for amounts exceeding the approved budget must be approved by the President and Treasurer.

G. COMMITTEE NEWS

AALLNET: The Association's Web site has a regular column for committee news. It is one of the most important responsibilities of the chair to keep the general membership informed of the committee's activities. The Web site is an excellent forum for transmitting such information, asking for member comments and opinions, and the like, either through the committee column or through an article in *AALL Spectrum*, when appropriate. The chair is responsible for working with the *Committee News* Editor and meeting the column guidelines and deadlines. Not all *Committee News* submissions have to be written by the chair, and some committees divide this responsibility among various committee members.

H. REPORTS

1. Annual report: An annual report is required from each chairperson. Headquarters will notify the chair of the report due date, which is typically in late June. Reports are published on AALLNET and must conform to stylistic requirements. (see "Preparing Annual Reports for Publication on

AALLNET” in Appendix II, *infra*). Reports are limited to about 300-500 words.

Given the space limitations, it is difficult to cover everything that occurred during the past year, but authors may wish to consider including information about one or more of the following, as appropriate: major new initiatives in support of the Strategic Directions, whether or not completed; completion of major initiatives begun in earlier years; outstanding educational programs offered by the committee; sponsorship or support of important legislative efforts; awards presented to members (e.g., lifetime service award); unresolved issues confronting the committee that will carry over to next year; and members who served the committee during the year as well as those chosen to serve in the coming year.

2. Action Plan and committee member evaluations. In late winter, the Chair should be ready to produce an Action Report, which will outline what the committee has done to date and what they plan to do prior to the Annual Meeting. This would also be a good time to begin thinking about your committee members and how they have performed because in the early spring, the chair should be ready to give the incoming President an account of the members of the committee and their performance on the committee. This evaluation will aid the Vice President/President-elect in appointments for the coming year, especially the appointment of the incoming vice chair.

3. Special reports and requests for Board action: The chair should file any special reports requested by the Executive Board or the President, or that are appropriate as a result of the committee's assignments or routine work. The chair should also prepare and file any requests for Board action that are required to implement or authorize the work of the committee. All such reports and Board agenda items should first be sent to the committee's Executive Board liaison.

4. Distribution of reports: Reports are generally filed with headquarters in accordance with the instructions of the Executive Director or the Association's Secretary. Committee members and the Board liaison should receive copies of draft and final reports, including financial reports. Draft reports must be shared with those affected, with requests for comments before submitting to the Board. The final report of a committee may be amended by the Board prior to publication, with changes indicated.

I. ARCHIVES

1. The chair is responsible for transferring appropriate committee files and documents to the Association's archives. The archives can also be a valuable source of information for the chair and the committee [see the AALL Archives policy, http://www.aallnet.org/about/policy_archives.asp]. Following are instructions for transferring materials to archives and for requesting information from the archives.

2. The chair shall include a cover letter with any documents sent to the archives which shall indicate the name of the committee, the name of the chair submitting the documents, his/her term of office, and a brief description of the documents being submitted which includes the name and term of the previous chair. The documents shall be sent to: Mr. Bill Maher, University Archives, 19 Library 1408 W. Gregory, Urbana, IL 61801.

3. Transfer of documents: the committee chair shall weed and transfer the files of the preceding chair to the archives at the end of the committee year. The chair shall pass the complete files created during his/her tenure, as well as any older files still needed for on-going projects to the succeeding chair at or immediately following the annual meeting.

4. Documents to be transferred to the archives include:

- a. Official records, constitutions, bylaws, minutes, proceedings, transcripts, lists of officers and members, interim and annual reports;
- b. Historical files documenting policies, decisions, committee and task force reports, questionnaires;
- c. Office files: correspondence and memoranda (incoming and outgoing), subject files concerning projects, activities and functions;
- d. Publication: one record copy of all programs, journals, monographs, newsletters, brochures, posters, and announcements issued by the association or its sub-divisions;
- e. Audio-visuals: photographs, sound recordings, cd's or dvds;
- f. Personal papers of members which relate directly to association work;
- g. Charts and maps.

5. Records which should not be transferred to the archives and may be discarded include:

- a. Records of specific financial and membership transactions;
- b. Letters of transmittal where the date and routing information is on the document transmitted.

- c. Requests for publications for information after the requests have been filled;
- d. All blank forms and unused printed or duplicated materials;
- e. All duplicate material: keep only the original copy and annotated copy.
- f. Papers, reports, work papers, and drafts which have been published;
- g. Replies to questionnaires if the results are recorded and preserved either in the archives or in a published report.

6. Retrieving information from Archives: the Application to Consult and/or Photocopy from the Association Archives contains the policies and regulations applicable to the use of the Archives
(http://www.aallnet.org/chapter/user_application.rtf)

J. ANNUAL MEETING

1. Planning for the Annual Meeting

a. **Committee meetings:** Committee chairs will be notified of the time periods in which committee meetings should be scheduled and the date that meeting time and room reservation requests are due. Room setup and audiovisual requirements are encompassed in this reservation but NOTE that AV must be BUDGETED The current chairs and vice chair should confer and if possible schedule a combined meeting for both the outgoing and incoming committees, or separate meetings if necessary. Transfer files to the new chair in a timely manner, after determining which materials are appropriate for the AALL Archives and which need to be transferred to the incoming chair for ongoing committee work.

b. **Educational programs:** Ideas for educational programs and discussion groups may be generated by any individual or group, including committees, within the Association. The final content of the program and the scheduling of the program are the responsibility of the AALL Annual Meeting Program Chair. Association committees are expected to work with the program chair in preparing for the annual meeting.

All committee activities during the annual meeting of the Association which may have an impact on the convention program are to be cleared with the AALL Annual Meeting Program Committee Chair.

2. Conduct of committee meetings

AALL uses *Sturgis Standard Code of Parliamentary Procedure*, which gives the chair great power and latitude. It is not necessary to be formal in the application of rules and procedure in a committee meeting provided discussion is amicable and the group has a common, understood goal. When the discussion is not amicable, and the goal is not generally understood, it may be necessary to use parliamentary motions as the means to focus discussion on the appropriate agenda item.

Throughout the discussion, be sure that everyone has an opportunity to speak. Check in on members who have been quiet in the event that they feel intimidated by the more assertive committee members.

Ask one of your Committee members to take minutes so that you will have an accurate record of your discussions. Don't try to do this exclusively yourself as it is very difficult to both conduct the meeting and take complete notes.

All AALL committee meetings must be open to all members who wish to attend, except those meetings where confidential deliberation must be maintained, such as discussions on nominations, scholarships, and awards. Remember, however, that attendees who are not committee members speak only at the discretion of the chair and should request permission to speak, prior to doing so.

3. Chair attendance at other meetings

a. Committee Chairs Training: In addition to the committee's meetings, incoming committee chairs are expected to attend a training session of about two and a half hours with the Vice-President which typically takes place on the Saturday afternoon of the Annual Meeting. You should make your travel plans accordingly and contact the Vice-President in advance if you are unable to attend.

b. Executive Board: The committee chair shall attend the Executive Board meeting when requested to do so by the liaison or the President, or when necessary to present an agenda item. If the chair is unable to attend the meeting, she/he shall designate a committee member who can speak for the committee as the committee's representative.

K. Committee Member Responsibilities:

1. Commitment: Each person volunteering to serve on a committee shall agree at the time of acceptance of appointment to actively participate in the work of the committee for a two or three year period, depending on the committee type, and to make a commitment to resign if such participation becomes impossible. Active participation includes accepting and performing committee assignments, responding to telephone calls, emails, and other correspondence on committee matters, attending committee meetings, etc. Committee members will be evaluated by the chair based on their participation in the committee's activities. The member shall keep the chair fully informed of circumstances that interfere with responsible participation in the committee's work.

2. Expenses:

A. Each member shall maintain and report to the chair a detailed record of actual expenses incurred in the performance of committee duties, whether reimbursed by AALL or not.

B. Requests for reimbursement of approved expenses shall be submitted to the chair.

C. Reimbursable expenses include the following: long distance phone calls (including fax), photocopying charges, postage, and lodging, travel and food expenses incurred while attending committee meetings provided for in the committee budget. Questions about which expenses are reimbursable should be directed to the chair.

IV. CALENDAR FOR COMMITTEE CHAIRS

This calendar is intended to serve as a reminder of activities required by specific dates. The chair is responsible for seeing that the committee meets all deadlines. While the AALL Executive Staff and/or your Board liaison will provide a "tickler" service reminding the chair of important dates, the chair must remain aware of major dates which will have an impact on the work of the committee.

August

Annual Meeting Program Proposals due to Annual Meeting Program Coordinator.

August or September

Executive Director sends request for Fall Board Meeting agenda items.

September or October

Fall Board meeting Agenda items due to Executive Director.

Director of Meetings sends Preliminary Annual Meeting Scheduling Form to Committee Chairs.

November

Deadline for the return of Annual Meeting Schedule form to AALL Director of Meetings.

December

Executive Director sends program and budget request memo to committee Chairs.

January

Executive Director sends requests for Spring Board Meeting agenda items.

Board Liaisons send requests for Action Plan submissions for Spring Board Meeting.

Deadline for program and budget request.

Program Coordinator sends Activities Area information.

February

President-Elect makes committee appointments. Be prepared to provide recommendations/comments on succeeding Committee vice chair

Finance and Budget Committee meets to set budget priorities and guidelines for the next fiscal year.

February or March

Spring Board Meeting agenda items due to Executive Director.

March

Identify potential "hot topics" for upcoming Annual Meeting Program Committee and communicate those to AMPC chair (though this may vary, coming as late as May).

April

Vice-President/President-Elect completes Board Liaison assignments.

Executive Assistant to the Executive Director compiles new committee rosters and sends them to all committee chairs.

Deadline for return of Activities Area form to Program Coordinator.

May

Executive Director sends request for Annual Reports

Executive Director sends request for Summer Board Meeting agenda items.

June

Agenda items for the Executive Board Meeting at the Annual Meeting due to Executive Director.

Committee Action Plan due to Board Liaison if not submitted for the Spring Board Meeting.

Annual Report due to Executive Director and AALLNET Coordinator.

July

Executive Board approves budget for next fiscal year at the first meeting.

August

Committee Chairs weed and transfer previous chair's files to archives

APPENDIX I

Who Speaks for AALL

The current policy on "Speaking for AALL" was adopted by the Executive Board February 27, 1998 and revised on July 10, 1998. It replaces an earlier policy dated April 12/13, 1991 and revised on July 25, 1991. It reads as follows:

"Two Bodies are empowered to set policies for AALL: 1) the Executive Board, in its policy-making role, and 2) the membership, expressed through votes at Annual Meetings, or, when appropriate, by ballot. The official and customary spokespersons for these policies are the President and the Executive Director. Any questions from the press or other such parties received by Executive Board members, officers of Special Interest Sections, or other members should be directed either to the President or to the Executive Director. On occasion the President may delegate authority to speak on behalf of the Association to a person with particular expertise in the area of inquiry or interest.

AALL committees and representatives (including the Washington Affairs Representative) whose charges so state, are encouraged to convey information, prepare testimony, or express opinions based on their professional expertise and in accordance with AALL policy. No such person may bind AALL on a matter that is not covered by policy without specific authorization to do so by the President. Whenever individuals represent the Association, they will keep the President and the Executive Director informed of all such contacts." [Minutes, February 27, 1998, page 2479; Executive Board Book, Tab 9, 9A; revised July 10, 1998, minutes, p. 2538; Executive Board Book, Tab 12]

Appendix II

Preparing Annual Reports for Publication on AALLNET

Updated by Raquel M. Ortiz, AALLNET Coordinator
June 2007

1. WHAT ARE ANNUAL REPORTS AND HOW ARE THEY USED?
 - a. Annual reports on AALLNET are a *public* record of the activities of each AALL entity over the past year. As such, they offer a source for members to learn about the current work of AALL's committees, special interest sections, representatives, and chapters, as well as contribute to an existing and easily accessible historical record of the entities and the Association. Starting in 2007, the reports will be published in the Annual Reports section of AALLNET. Prior to 2007, these reports were published in the fall issue of *Law Library Journal*.
 - b. The reports also are distributed to members of the Executive Board to help them monitor the progress being made toward the Association's strategic directions.

2. WHAT IS THE PROCESS BY WHICH REPORTS ARE SUBMITTED?
 - a. **Responsibility:** The current head of each AALL working entity (i.e., chapter presidents, committee and SIS chairs, representatives) is nominally responsible for preparing the annual report (i.e., the reports covering 2006-07 that will be published in the Fall will typically have been prepared by the individual who served as a chapter president or SIS/committee chair in 2006-07, although the entity may choose to have someone else prepare the report if it wishes)
 - b. **Timing:** Current leaders of AALL's working entities typically receive a memorandum from Headquarters in May reminding them of their responsibility to submit an annual report to the AALLNET Coordinator (Raquel Ortiz) by a date in early July (**for 2007, the date is July 9**), with a copy to the executive assistant to the executive director (Kim Rundle). The July deadline is necessary to provide time for the editorial work required to prepare the reports for publication on AALLNET in the fall.
 - c. **Method:** The preferred method of submission is by providing an electronic version of the report via e-mail attachment (rmortiz@bu.edu), using WordPerfect or Word. Including the message in the body of an e-mail also is acceptable. If e-mail is not possible, the report may be submitted on disk.

WHAT SHOULD THE ANNUAL REPORT CONTAIN?

- d. **In General:** Due to editorial work involved in publishing these reports, the annual reports published in the Annual Reports section of AALLNET necessarily may differ from more complete reports that are prepared for members of the entity (i.e., those posted to the Web site of the chapter or SIS or published in its newsletter). The length limitation (described below) for reports may prevent leaders from listing all the activities of the entity or acknowledging each individual who participated in them. Generally speaking, the reports should be a description of the year's *highlights*, not a comprehensive record of the "year in review" of the entity.

- e. **Nature and Length:** Reports should be narratives (i.e., *not* bulleted lists or outlines) that *concisely* describe the entity's activities during the past year. While there is no hard and fast rule as to length, the editorial work required for the reports suggests that except in extraordinary circumstances, the report should fall in the range of 300 to 500 words. Authors are forewarned that reports may be edited for clarity, length, and format.

- f. **Do Include:** While the following list should not be viewed as mandatory or all inclusive, do consider including descriptions of:
 - i. Major new initiatives of the entity, whether or not completed
 - ii. Completion of major initiatives begun in earlier years
 - iii. Particularly outstanding or unique educational programs offered by the entity (note that listing *every* single program is usually counterproductive in terms of keeping to the recommended length – it is also pretty boring for readers)
 - iv. Sponsorship or support of important legislative efforts
 - v. Awards presented to members (e.g., lifetime service award)
 - vi. Unresolved issues confronting the entity that will carry over to next year
 - vii. Officers who served the entity during the year; those elected to serve in the coming year

- g. **Don't Include:** While the following list should not be viewed as mandatory or all inclusive, do consider excluding the following (if length is an issue, these are the kinds of items that will be deleted in the editing process):
 - i. Institutional affiliation of members mentioned in the report (these are almost always edited out - there simply isn't enough room for this type of information)
 - ii. Locations of monthly or regular educational programs, although locations of annual or semiannual programs such as major institutes or workshops is acceptable
 - iii. The topic and presenter(s) of each and every educational program offered by the entity; there usually is not enough space for this, so the report should highlight the most important programs
 - iv. The activities (and members) of each and every committee and subcommittee. While they all may be acknowledged and thanked in a longer report shared

with the entity's members in a different way (i.e., Web site or newsletter), the focus in the report for LLJ should be on major accomplishments, not on providing a comprehensive list.

- v. Items not worth "saving for posterity" (e.g., "At the time of this writing, the brochure has not yet been printed, but this will occur in time for the Annual Meeting in St. Louis".)

4. STYLISTIC CONVENTIONS

a. Listing of Officers

- i. To indicate officers who served in the current year or will serve in the coming year, list the name of the individual, followed by the office held. Separate these elements with a comma; separate individuals by a semi-colon.
- ii. Hyphenation: Vice President (or Vice Chair) does not use a hyphen; President-Elect (or Chair-Elect) does.
- iii. EXAMPLES:
 - (1) The officers of the Government Documents Special Interest Section during 2001-02 were A. Hays Butler, Chair; Katrina Stierholz, Vice Chair; Colleen Manning, Secretary-Treasurer; and Sue Kelleher, *JURISDOCS* Editor.
 - (2) CoAll officers for 2002-03 are Holly Kulikowski, President; Martha Campbell, Vice President/President-Elect; Mariann Storck, Secretary; Dan Cordova, Treasurer; and Karen Selden and Mark Estes, Members-at-Large.

b. Educational Programs

- i. The title of a program should be enclosed by quotation marks. It should *not* be italicized or underlined.
- ii. EXAMPLE: The FCIL-SIS was pleased to co-sponsor a program entitled "Creating Commercial Connections: Trade Laws of Latin America" in March 2002.

a. Pronouns for Entities

- i. Keep in mind that the appropriate personal pronoun for an entity such as a chapter, SIS, or committee is *it*, not *we* or *they*. That is, if you are referring to the chapter doing something, the proper usage would be *it*; if you are referring to the members doing something, use *we*.
- ii. EXAMPLES:
 - (1) *It* [instead of "The committee"] was charged with revising the bylaws of the chapter.
 - (2) *They* [instead of "the members of the committee"] completed many projects during the year.